



TIME CHANGE REQUEST

* ONLY SCHEDULED SHIFTS CAN BE TRADED.

I would like to make the following time change:

PERSON REQUESTING CHANGE: _____

WILL BE OFF: DATE: _____ SHIFT: _____ UNIT: _____

WILL WORK: DATE: _____ SHIFT: _____ UNIT: _____

Are you available to work on traded day off? YES NO

PERSON AGREEING TO CHANGE: _____

WILL WORK: DATE: _____ SHIFT: _____ UNIT: _____

WILL BE OFF: DATE: _____ SHIFT: _____ UNIT: _____

Are you available to work on traded day off? YES NO

DATE: _____ EMPLOYEE SIGNATURE: _____

DATE: _____ SIGNATURE OF EMPLOYEE AGREEING TO CHANGE: _____

ACKNOWLEDGEMENT

APPROVED DENIED

REASON FOR DENIAL _____

SUPERVISOR OR DESIGNATE: _____ DATE: _____

1 TO EACH STAFF INVOLVED

PLEASE MAKE COPIES: 1 TO EACH UNIT INVOLVED